

Title: DIVISION PRODUCT HANDLING AND PRESERVATION	Number: D65-15-01	Revision No.: OD	Effective Date: 31 JAN 97
	Prepared By: Thomas J. Underwood	Approved By: Thomas S. Dodson	Page: 1 OF 2

31 January 1997

STANDARD OPERATING PROCEDURE D65-15-01

From: D65
To: D65 Division

Subj: DIVISION PRODUCT HANDLING AND PRESERVATION

Ref: (a) SOP-D65-09-01 Division Process Control
(b) SOP D65-15-02 Division Storage
(c) SOP D65-15-03 Division Packing And Delivery

1. Purpose. To establish a system and provide instructions for the handling and preservation of Division products and maintenance of handling equipment.

2. Scope and Application. This procedure applies to all materials, components, subassemblies, assemblies, systems and other Division finished products and handling equipment..

3. Policy. Proper handling of Division products and proper maintenance of handling equipment is critical to product quality and sponsor/customer support. All Division personnel, particularly those that frequently process, handle, and/or move Division products are responsible for their proper handling and protection.

4. Procedure. Each Branch Supervisor is held responsible for ensuring that products are handled properly and are adequately protected in their Work Centers and work areas to prevent their damage and deterioration. The following procedure identifies containers and equipment to be used during movement and/or storage. The procedure also covers proper protection and storage of Division products.

a. Containers - Plastic bins, wood boxes, and pallets are provided and will be used for holding components and products. Branch Heads and their personnel will ensure that damaged or dirty containers are repaired and/or cleaned. Containers that are beyond repair will be scrapped and replacements made as necessary.

b. Equipment - Equipment used for internal transport of products include carts, dollies, forklift trucks, and cranes. Only designated qualified personnel may operate the forklift trucks and cranes. Their training records for personnel qualified to operate forklift trucks and cranes

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will be maintained by the Training Department. Cranes, slings, and shackles will be inspected and

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certified annually. Forklift trucks will also be regularly maintained and periodically inspected. Faulty and/or “suspect” equipment will not be used under any circumstances until it is inspected and, if required, repaired and re-certified for use.

c. Protection and Preservation of Products - Purchased products are usually kept in their original packaging while in storage. During production operations, where there is a possibility of the product being damaged from contact with abrasive or dirty surfaces, the product will be kept in its original packing or other adequate protection. Finished products are properly packaged immediately following their final acceptance inspection by the technician and/or Shipping and Receiving. They are then stored in that protective packaging awaiting shipment.

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